

FLORENCE TOWNSHIP EDUCATION ASSOCIATION
AND
FLORENCE TOWNSHIP BOARD OF EDUCATION
AGREEMENT

✓ 1980-81

✓ 1981-82

LIBRARY
Institute of Management and
Labor Relations

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PREAMBLE

This Agreement entered into this 9th day of June, 1980, between the Board of Education of Florence Township, County of Burlington, and State of New Jersey, hereinafter called the "Board," and the Florence Township Education Association, hereinafter called the "Association."

Whereas the members of the Association desire to advise on the formulation of policies and programs designed to improve educational standards, and to negotiate with the Association as the representative of employees hereinafter designated with respect to the terms and conditions of employment,

Whereas, the parties have reached certain understandings which they desire to confirm in this Agreement be it

Resolved, in consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I

RECOGNITION

- A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all certificated personnel under contract employed by the Board, including:

Classroom Teachers
Nurses
Guidance Counselors
Librarians

but excluding:

Superintendent
Principals
Assistant Principal
Supervisor of Child Study Team
Supervisor of Curriculum and Instruction
Administrative Aides
Teacher Aides
Substitute Teachers of all kinds

- B. Unless otherwise indicated, the term "teachers," when used in this Agreement, shall refer to all professional employees represented by the Association in the negotiating unit as above defined, and references to male teachers shall include female teachers.

ARTICLE II

NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations in accordance with Chapter 123, Public Laws 1974, in a good faith effort to reach agreement on all matters concerning the terms and conditions of teachers' employment. Any agreement so negotiated shall apply to all teachers, be reduced in writing, and be signed by the Board and the Association at a regularly scheduled meeting.
- B. During negotiations, one spokesman at a time for the Board and one for the Association shall present relevant data, exchange points of view and make proposals and counterproposals. The Board shall make available to the Association for inspection all pertinent records, data, and information that is a matter of public record of the Florence Township School District.
- C. 1. Representatives of the Board and the Association negotiating committees shall meet as needed for the purpose of reviewing the administration of this Agreement, and to resolve the problems that may arise. These meetings are not intended to bypass the grievance procedure.
- a. Each party shall submit to the other, at least three days (3) prior to the meeting, an agenda covering matters they wish to discuss.
- b. All meetings between the parties shall be regularly scheduled, whenever possible, to take place when the teachers involved are free from assigned instructional responsibilities unless otherwise agreed.
2. Should a mutually acceptable amendment to this Agreement be negotiated by the parties, it shall be reduced to writing and shall be signed by the Board and the Association.
- D. Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement as established by the rules, regulations and/or policies of the Board in force on said date, shall continue to be applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained hereto shall be interpreted and/or applied so as to eliminate, reduce or otherwise detract from any teacher benefit existing prior to its effective date.
- E. The Board agrees not to negotiate concerning said employees in negotiating unit as defined in Article I of this Agreement, with any organization other than the Association for the duration of this Agreement.
- F. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiations. During the term of this Agreement, neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.
- G. This agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE III

GRIEVANCE PROCEDURE

A. DEFINITIONS

1. A "grievance" is a claim affecting a teacher, group of teachers, or the Association based upon the application, interpretation, or violation of this Agreement, policies, or administrative decisions.

Should the obligation to include the above procedure be reversed by court decision, said provision is null and void.

2. An "aggrieved person" is the person or persons or the Association instituting the claim.

3. A "part in interest" is the person or persons making the claim and any person including the Association or the Board, who might be required to take action, or against whom action might be taken in order to resolve the claim.

B. PURPOSE

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may, from time to time, arise concerning the welfare or terms and conditions of employment of teachers. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. PROCEDURE

1. The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be altered by mutual agreement.

2. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest the time limits set forth herein shall be reduced, by mutual agreement, so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

3. Level #1

Within 10 school days a teacher with a grievance shall first discuss it with his principal or supervisor (CST/C & I) with the objective of resolving the matter informally. The teacher may elect to have the Association building representative make arrangements for the informal meeting.

ARTICLE III

GRIEVANCE PROCEDURE

4. Level #2

If the aggrieved person is not satisfied with the disposition of his grievance at Level #1, or if no decision has been rendered within five (5) school days after the informal meeting with the building principal or the supervisor, he may file the grievance in writing with the Association within five (5) school days after the decision at Level #1 or ten (10) school days after the grievance was presented, whichever is sooner. Within five (5) school days after receiving the written grievance, and if it has merit, the Association shall refer it to the principal or the supervisor.

5. Level #3

If the aggrieved person is not satisfied with the disposition of his grievance at Level #2, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the principal or supervisor, he may, within five (5) school days after a decision by the principal or supervisor or fifteen (15) school days after the grievance was delivered to the principal or supervisor, whichever is sooner, request in writing that the Association submit its grievance to the Superintendent. If the Association determines that the grievance is meritorious, subsequent to Level #2, it may submit the grievance in writing to the Superintendent within fifteen (15) school days after receipt of a request by the aggrieved person.

6. Level #4

The Superintendent shall request a report on the grievance from the principal or supervisor and shall confer with the employee and principal or supervisor separately.

The Superintendent shall attempt to resolve the matter as quickly as possible but within a period not to exceed ten (10) school days. He shall communicate his decision in writing along with the supporting reasons to the employee, the principal or supervisor, and the Association.

If the grievance is not settled after reaching the Superintendent of Schools, the matter may be referred back to the Association for reconsideration. The Association shall make a determination as soon as possible, but within a period not to exceed ten (10) school days, notifying the employee in writing of that determination.

If the Association determines that the grievance has merit, it shall recommend to the Superintendent that the grievance be reviewed again, and shall submit its recommendation for consideration. The Superintendent shall make a determination within five (5) school days. If not satisfactorily resolved, the grievance is to be submitted to the Board of Education. The Board will meet and make a determination within ten (10) days, notifying in writing the employee, superintendent, principal, supervisor, and the Association of its decision.

ARTICLE III

GRIEVANCE PROCEDURE

In the event a grievance has reached an impasse and cannot be resolved under Article III, upon agreement of both parties, binding arbitration will be considered if mutually acceptable.

D. RIGHTS OF TEACHERS TO REPRESENTATION

1. It is understood that except for Level #1, any aggrieved person may be represented at all stages of the grievance procedure by himself, or, at his option, by a representative selected or approved by the Association. When a teacher is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure. However, the aggrieved person must be present at all times.

2. No reprisals of any kind shall be taken by the Board or by any member of the Administration against any party in interest, any representative, any member of the Association, or any other participants in the grievance procedure by reason of such participation.

E. MISCELLANEOUS

1. If, in the judgement of the Association, a grievance affecting a group or class of teachers has merit, the Association may submit such grievance in writing to the principal directly and the processing of such grievance shall be commenced at Level #2. The Association may process such a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.

2. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the Superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.

3. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this Article.

4. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file, and shall not be kept in the personnel file of any of the participants.

ARTICLE III

GRIEVANCE PROCEDURE

E. MISCELLANEOUS (cont.)

5. Any employee who may have a grievance pending shall not have the right to refuse an Administrative directive or a Board policy on the grounds that he has instituted a grievance. The employee must continue under the direction of the Superintendent and Administrators regardless of the pending of any grievance until such grievance is properly resolved.

ARTICLE IV

TEACHERS RIGHTS

- A. Nothing contained herein shall be construed to deny or restrict to any teacher such rights as he may have under the New Jersey School Laws or other applicable laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.
- B. The Board shall have the right to discipline, discharge, reprimand, reduce in rank or compensation except that such action should be taken only for just cause.
- C. Whenever any teacher is required to appear before the Superintendent or his designee, Board or any committee concerning any matter which could adversely affect the continuation of that teacher in his office, position or employment or the salary or any increments pertaining thereto, he shall be given prior notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him and represent him.
- D. The teacher shall maintain the right and responsibility to determine grades within the grading policy of the Florence Township School District based upon his professional judgement of available criteria pertinent to any subject area activity for which he is responsible. No grade shall be changed without prior consultation. The final determination for any change shall be made by the Superintendent who will take into consideration recommendations made by the teacher and the principal.
- E. All elementary school teachers will be encouraged by the Association and Administration to attend PTA meetings as frequently as possible. In the event a high school PTA is formed, similar encouragement will be forthcoming.
- F. All staff members will assist in situations of an emergency nature to insure proper conduct within the schools and to maintain the health and safety of the student body.
- G. Teachers may wear lapel pins or other similar type of identification as members of the Association.

ARTICLE V

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to make available, in the Board of Education Office, minutes of the regular and special meetings, a copy of the yearly audit, salary information for staff members and a copy of all policies of the Board. All the above-listed materials must remain in the Board Office.
- B. Whenever any representative of the Association is mutually scheduled by the parties to participate during working hours in negotiation or grievance proceedings, he shall suffer no loss in pay.
- C. The Association and Association representatives shall have the privilege to use school buildings during regular custodial hours for meetings. All meetings must conclude prior to 10 P.M. The principal of the building shall be notified in advance of the areas to be used, and the time and place of such meeting so there will be no scheduling conflicts. No prior approval shall be required.
- D. The Association shall have the privilege to use the following school owned equipment: typewriters, mimeographing machines, calculating machines and other types of equipment at the discretion of the Superintendent. The Association shall pay for the reasonable cost of all materials incident to such use.
- E. The Association shall have the privilege to purchase expendable office supplies and other materials from the Board at the price paid by the Board.
- F. The Association shall have, in each building, the exclusive use of a bulletin board in each faculty lounge. Copies of all materials to be posted on the bulletin board shall be given to the building principal but no approval shall be required.
- G. The Association shall have the privilege to use the inter-school mail facilities and school mailboxes for Association Business only and without the approval of building principals or other members of the Administration.
- H. With the prior permission of the Superintendent, the President of the Association, either the Vice-President or the Chief Negotiator, or the BCEA representative may be granted leave to attend the county or state meetings for Association business not in excess of two (2) days. Each aforementioned delegate will be granted a personal-business day and one "grace" day (i.e., one day not charged to Personal-Business Days). Leaves of this nature must be so stated on the Notification of Absence Form. Additional days may be added at the discretion of the Superintendent, and they will be charged to Personal-Business Days of the individual.

ARTICLE VI

CALENDAR

- A. The establishment of a school calendar shall be at the discretion of the Board and will be subject to such changes as may be necessitated by emergencies.
- B. The proposed calendar will be presented to the Association for discussion and recommendations prior to adoption by the Board.
- C. Proposals for consideration of changes in the school calendar will be received from the Association by the Board through the Superintendant.
- D. A maximum of one hundred eighty (180) teaching days will constitute an academic year with the provision for one extra day for orientation, two extra days for in-service, and one extra day for school closing.

ARTICLE VII

TEACHING HOURS AND TEACHING LOAD

- A.
 - 1. All teachers shall indicate their presence for duty each day by indicating their time of arrival and departure in the office.
 - 2. The in-school work day for high school teachers shall consist of not more than seven (7) hours. The work day of teachers in the elementary schools will consist of not more than six (6) hours and fifty (50) minutes.
 - 3. No teacher will be required to report to work earlier than fifteen (15) minutes prior to the opening of the pupil's school day. Elementary teachers shall be permitted to leave thirty (30) minutes after the close of the pupil's day. High school teachers shall be permitted to leave fifteen (15) minutes after the close of the pupil's day. On day preceding holidays or vacations, the teacher's day shall end at the close of the pupil's day.
 - 4. The Administration may request an individual teacher to remain after the pupil day as defined above for the purpose of meeting with a student or parent. The conference will begin at the close of the pupil's day.

ARTICLE VII

TEACHING HOURS AND TEACHING LOAD

- B. 1. The daily teaching load in grades seven through twelve inclusive shall be no more than six (6) teaching periods. In the high school, grades nine through twelve, teaching periods shall not exceed fifty (50) minutes. In grades seven and eight teaching periods shall not exceed forty-five (45) minutes. Assignments to a supervised study period, cafeteria or library shall be considered teaching periods. Each teacher shall be responsible for a daily homeroom period of ten (10) minutes maximum.
2. The unassigned period is a professional time provided for the teacher to engage in activities related to their teaching responsibilities, such as planning, conferring with pupils, administrators or other staff members. No one is to leave the building during the unassigned time without administrative approval.
3. Department heads and/or coordinators shall not be assigned more than five (5) student instruction-supervision periods per day. They will serve in the capacity of liaison between the departments and Administration and will be compensated one additional period per day plus compensation as noted in Schedule D.
4. Every teacher shall submit lesson plans on the dates or days established by the building principal. Lesson plans will not follow a mandated or specified form, but will present adequate details of the chronology and progress of the course of instruction.
5. The Administration will make every effort to develop a program of studies that will not require teachers in grades 7 - 12 to teach more than two (2) subject areas nor more than a total of three (3) teaching preparations.
6. The Administration will make every effort to develop a schedule in grades 7 - 12 that will be arranged in such a way that teachers shall not be required to teach continuously for more than three (3) periods nor two (2) where double periods are used. If the teacher's schedule does not conform to the aforementioned schedule, the teacher may request an adjustment which will be made if possible.
- C. 1. Teachers shall have a daily duty-free lunch period that is at least equal to the period of time allowed the students.
2. Teachers may leave the building without requesting permission during their scheduled duty-free lunch periods. It will be the teacher's responsibility to indicate departure and return.

ARTICLE VII

TEACHING HOURS AND TEACHING LOAD

- D. 1. Teachers and other certificated personnel may be required to remain after the end of the regular school day, without additional compensation, for the purpose of attending faculty or other professional meetings, a maximum of two (2) days each month. Such meetings shall begin fifteen (15) minutes after the student dismissal time and shall run no more than forty-five minutes. In the event of a pending evaluation by the New Jersey State Department of Education or the Middle States Association of Colleges and Secondary Schools the above will have to be waived.
2. An Association representative may speak to the teachers at any meeting for fifteen (15) minutes on the prior request of the Association.
3. The notice of teachers' meetings and the agenda shall be given to the teachers involved three (3) days prior to the meeting, except in emergencies. Teachers shall have the right to suggest items for the agenda, and there will be provision in each meeting for the introduction of new business.
4. Prior permission for absence from the meeting must be obtained from the principal, and arrangements shall be made by the teachers to review the pertinent portions of the meeting.
- E. Classroom teachers in grade 7 - 12 shall have a daily preparation period, or the equivalent of one preparation period during which time they shall not be assigned to any other duties. Special effort will be made to improve the scheduling in the lower grades.
- F. The Association shall be notified in each instance where an emergency necessitates an exception to the above. A disagreement over whether an exception is justified shall be subject to the grievance procedure.
- G. Teacher participation in field trips which extend beyond the teacher's in-school workday, overnight, or on weekends shall be voluntary.
- H. Teacher participation in extra-curricular activities shall be compensated for according to negotiated pay schedules. *
- I. A teacher who assists in chaperoning a dance will be compensated at the rate of \$17 per event. Such payment does not extend to the advisor of the particular event.

* Refer to Appendix

ARTICLE VIII

CLASS SIZE

Class size remains a subject of concern to the Board in the interest of maintaining quality education. Class size is not subject to the grievance procedure.

ARTICLE IX

STAFFING

The Administration will continue a review of all assignments and equalization of the teaching load where possible. *

* Refer to Appendix

ARTICLE X

TEACHER EMPLOYMENT

- A. 1. Each teacher shall be placed on his proper step on the salary schedule at the beginning of the 1980-81 and 1981-82 school years. Teachers who have more than eight (8) years experience will be employed at their degree position on the ninth (9) year level.
2. Credit shall be given for all previous outside teaching experience in a duly accredited school upon initial employment in accordance with the provisions above. Additional credit not to exceed four (4) years shall be given for military experience.
- B. Teachers shall be notified of their contract and salary status for the ensuing year no later than April 30, provided an agreement has been reached.
- C. The Board shall give to each Non-tenured teacher continuously employed since the preceeding September 30 either:
1. A written offer of a contract for employment for the next succeeding year providing for at least the same terms and conditions of employment "but" with such increases in salary and benefits" as may be required by law or agreed between the Board and the Association
- or
2. A written notice no later than April 30 that such employment shall not be offered.

ARTICLE XI

SALARIES

- A. The salaries of all teachers covered by this Agreement will be set forth in the Attached Salary Schedule A.
- B. 1. Teachers shall be paid on the 15th and 30th of each month of employment or as provided in B3, B4, and B5 listed below.
2. Teachers may individually elect to have ten (10) percent of their monthly salary deducted from their pay. One-half ($\frac{1}{2}$) of these funds shall be paid to the teachers on the first day of July and the balance on August 1st. Teachers are not privileged to discontinue or to withdraw funds prior to the termination date.
3. When a pay period ends on or during a school holiday or vacation, teachers shall receive their pay checks on the last previous day.

ARTICLE XI

SALARIES

4. Teachers shall receive their final checks on the last working day in June. In the event that school closes four days or more beyond June 15, teachers shall receive their mid-month check on June 15 and the final check on the last working day of June.

5. It is agreed if the 15th and 30th falls on Saturday, Sunday, Monday, or Tuesday, the teachers will receive their pay checks on the preceding Friday.

6. Activities listed in Schedule B (Extra-Curricular Activities) will be reimbursed by separate check upon completion of the activity.

7. Activities listed in Schedule C (Athletic Activities) will be reimbursed by separate check subsequent to the completion of the sport and transmittal of the inventory to the Athletic Director.

8. Annual salary increases shall be in addition to longevity pay.

ARTICLE XII

TEACHER ASSIGNMENT

A. 1. All teachers will be given written notices of their class or subject assignments, building assignments, and room assignments for the forthcoming year not later than August 1.

2. In the event of any changes in such schedules, class or subject assignments after the opening day, the Association and the teacher affected shall be notified promptly, and upon the request of the teacher, the changes will be reviewed with the principal and the teacher affected or, at his option, a representative of the Association.

B. 1. Schedules of teachers who are assigned to more than one school shall be arranged so that no such teacher shall be required to engage in an unreasonable amount of inter-school travel. Such teachers will be notified of any changes in their schedule as soon as practicable.

t 2. Teachers who may be required to use their automobiles in the performance of their duties and teachers who are assigned to more than one school per day shall be reimbursed for all such travel at the rate of twenty (20) cents per mile.

ARTICLE XIII

VOLUNTARY TRANSFERS AND REASSIGNMENTS

- A. 1. The Superintendent shall post in each building a list of known vacancies as they occur during the school year.
2. Teachers who desire a change in grade or subject assignment or who desire to transfer to another building may file a written request to that effect with the Superintendent not later than May 1. The request will be in effect for one year from the date it is submitted. The final decision relative to such a request will be at the discretion of the Administration.

ARTICLE XIV

INVOLUNTARY TRANSFERS AND REASSIGNMENTS

- A. Notice of an involuntary transfer or reassignment shall be given to the teacher as soon as practical and, except in case of emergency, not later than June 1.
- B. Notice of an involuntary transfer or reassignment shall be made only after a meeting between the teacher involved and the principal, at which time, the teacher shall be notified of the reason therefore. In the event that a teacher objects to the transfer or reassignment at this meeting, upon the request of the teacher, the Superintendent shall meet with him. The teacher may, at his option, have an Association representative present at such meeting. *

ARTICLE XV

PROMOTIONS

- A. 1. Positions paying a salary differential and/or positions on the Administrator-supervisory levels of responsibility including, but not limited to positions such as superintendent, principal, assistant principal, assistant to the principal, supervisor, department chairman, and coordinator shall be considered promotions.
2. All vacancies in promotional positions shall be adequately publicized by the Superintendent after the vacancy has been reviewed with the Board and a job description of the position formulated. Qualifications for the position shall be included with the posted notice.
3. Teachers who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limit specified in the notice. The notice shall be posted at least twenty (20) days in advance of the closing date for receipt of applications.

* Refer to Appendix

ARTICLE XV

PROMOTIONS

4. Teachers who desire to apply for anticipated promotional vacancies which may occur during the vacation period shall submit their names to the Superintendent indicating the position/positions which they desire to apply for and the address where they can be contacted during the summer.

5. When a position is not filled within sixty (60) days, notice to that effect will be posted and the position readvertised. *

ARTICLE XVI

ADDITIONAL TEACHING PROGRAMS

- A. All openings for positions in the additional teaching programs shall be publicized by the Superintendent prior to the start of the activity. Home teaching openings shall be posted by the building principal as they occur. *

ARTICLE XVII

TEACHER EVALUATION

- A. 1. All monitoring and observation of teaching staff performance shall be conducted openly and with full knowledge of the staff member. Each observation shall consist of at least a full period in grades 7 - 12 or a complete lesson in the elementary schools.
2. Evaluation reports shall be authored by professionals whose respective certificates authorize supervision of instruction.
3. Before any evaluation report is finalized, submitted to the Central Administration, or placed in the personnel file, such report shall be discussed at a post-observation conference to be held between the teaching staff member and evaluator within ten (10) days of the observation. The teaching staff member will be given a copy of the written evaluation at least one day before any conference is held to discuss it. He/She shall have the right to submit a written response to any material within this report within 15 days of the post-observation conference. This response will be reviewed by the evaluator and will be attached to copies of the report in all file locations.

* Refer to Appendix

ARTICLE XVII

TEACHER EVALUATION

4. Every evaluation shall be signed by both the evaluator and the teaching staff member evaluated. The teaching staff member's signature, however, shall not be interpreted as an assent to the contents signed. In no event shall anyone be asked to sign an incomplete evaluation. Public disclosure of the contents of the evaluation or of the responsive comments, if any, shall be governed by relevant statute, rule and policy.

5. Evaluative reports will be issued in the name of the supervisor who performed the observation and addressed to the teaching staff member. Carbon copies will be forwarded to the Superintendent of Schools and kept by the supervisor. Such reports will be in narrative form and will include:

- (a) Areas of professional strengths of the teaching staff member as evidenced during the period since the previous report.
- (b) Areas of need of professional improvement as evidenced during the period since the previous report.
- (c) Specific suggestions as to measures which the teaching staff member might take to improve his/her performance in each of the areas wherein need of professional improvement has been indicated.

6. The supervisory evaluations of tenured teaching staff members may occur any time after school commences in September; however, one evaluation must have been provided no later than February 1.

7. The Annual Summary Conference may be held at any time after April 1 and prior to the conclusion of the school year.

B. 1. Each teacher shall have a personnel file established and maintained in the Office of the Superintendent of Schools.

2. Each teacher shall have the opportunity once each year to review with the Superintendent of Schools the contents of the teacher's personnel file. The request for review must be in writing. A teacher shall be entitled to have an authorized representative of the Association accompany him or her during such review.

3. No material derogatory to a teacher's conduct, service, character or personality shall be placed in his personnel file unless the teacher has had an opportunity to review the material. The teacher shall also have the right to submit a written answer which shall be reviewed by the Superintendent and attached to the file copy.

ARTICLE XVII

TEACHER EVALUATION

- C. All material contained in the teacher personnel file is confidential; however, a teacher shall be permitted to reproduce or circulate any material in his file.

ARTICLE XVIII

TEACHER FACILITIES

- A. Each school shall have the following facilities:
1. Space in each classroom where teachers may store instructional materials and supplies.
 2. An appropriately furnished room reserved for the use of teachers as a faculty lounge. Teachers will be expected to exercise reasonable care in maintaining the cleanliness and appearance of the room, and it shall be cleaned by the custodial staff.
 3. A work area, which may be the faculty lounge, will be provided for use by the teachers in the preparation of instructional materials. An electric fan will be provided to alleviate any discomfort due to heat.
 4. A serviceable desk, chair, and filing cabinet for the use of each teacher.
 5. An adequately lighted and clean teacher's room, separate from the student rest rooms.
 6. A minimum of two typewriters and two duplicating machines for the use of the teachers.
 7. A telephone will be made available through the central switchboard to provide privacy specifically for calls to parents and for school related business.

ARTICLE XIX

TEACHER-ADMINISTRATION LIAISON

- A. The Association shall select a Liaison Committee for each building which may meet with the principal at least once a month during the school year to review and discuss local school problems and practices, and to play an active role in the revision or development of building policies. Areas for consideration shall include but not limited to such matters as curriculum, textbooks, distribution of materials and supplies, discipline and parent visitation. Said committee shall consist of not less than three (3) teachers from each school building.
- B. The Association's representatives may request meetings with the Superintendent during the school year to review and discuss current school problems and practices and the administration of this agreement.

ARTICLE XX

INSTRUCTIONAL COUNCIL

- A. 1. The Association and the Board shall form an Instructional Council. The council shall, by prior request, have a place on the agenda of the regularly scheduled Board meeting, to advise the Board of such matters as teaching techniques, testing and evaluation, recruitment, research and experimentation, educational specifications for building and other related matters regarding the effective operation of the Florence Township School District.
2. The council shall consist of three (3) representatives appointed by the Superintendent and three (3) representatives appointed by the Association. These representatives shall be selected from the members of the professional staff.

ARTICLE XXI

SICK LEAVE

- A. All teachers employed shall be entitled to ten (10) sick leave days each school year as of the first official day of the school year whether or not they report for duty on that day. Effective July 1, 1980, those teachers with twelve (12) or more years of service in Florence Township shall be entitled to an additional two (2) days of sick leave which will be accumulative. Unused sick leave days shall be accumulated from year to year with no maximum limit. Repetitive absence can be cause for requesting a physician's note.
- B. Upon retirement from teaching unused sick leave will be compensated at the rate of \$20.00 per day for each day over 50; the compensation will not exceed \$2,000. This benefit will become effective as of July 1, 1980.

ARTICLE XXII

TEMPORARY LEAVE OF ABSENCE

- A. Teachers shall be entitled to the following temporary non-accumulative leaves of absence with full pay each school year.

1. Four (4) days of leave of absence may be granted by the Superintendent of Schools for personal business. Application for such leaves shall be made at least (2) days before taking such leave, except in case of emergency. A reason for said leave shall be stated.

Approval may be granted for the following reasons:

- (a) Recognition of a religious holiday.
- (b) Legal commitments and transactions.
- (c) Marriage of employee or marriage in the immediate family.
- (d) Personal business which cannot be handled outside of school hours.
- (e) Any other emergency or urgent reason not included in the above, if approved by the Superintendent.

2. Effective July 1, 1980, unused personal days can be accumulated upon retirement. These days will be compensated at the rate of \$20 per day. No more than four (4) personal days may be used per year.

3. Time necessary for appearance in any legal proceedings connected with the teacher's employment or with the school system if the teacher is required by law to attend shall be granted.

ARTICLE XXII

TEMPORARY LEAVE OF ABSENCE

4. Up to three (3) days will be granted in the event of the death of a teacher's spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, grandparents, brother-in-law, sister-in-law, and any other member of the immediate household. When adverse circumstances prevail, additional leaves up to two days may be granted by the Superintendent upon the request of the teacher.

In the event of the death of a teacher or student in the Florence Township School District, the Superintendent shall grant to an appropriate number of teachers sufficient time off to attend the funeral. The time and number shall be at his discretion.

5. Time necessary for persons called into temporary active duty by any unit of the U.S. Reserves or the State National Guard, provided such obligations cannot be fulfilled on days when school is not in session shall be granted.

6. Other leaves of absence with pay may be granted by the Board for a good reason.

ARTICLE XXIII

EXTENDED LEAVES OF ABSENCE

- A. 1. A leave of absence without pay for up to two (2) years shall be granted to any teacher who joins the Peace Corps, VISTA, National Teacher Corps or serves as an exchange teacher or oversees teacher and is a full time participant in either of such programs, or accepts a Fulbright Scholarship.
- B. Upon written request, military leave without pay shall be granted to any teacher who is inducted into any branch of the armed forces of the United States for the period of conscription stipulated by law.
- C. A leave of absence without pay for up to one (1) year may be granted for the purpose of caring for a sick member of the teacher's immediate family. Additional leave may be granted at the discretion of the Board.
- D. Other leaves of absence without pay may be granted by the Board for a good reason, such as adoption.
- E. Time spent on said leaves shall not count toward the fulfillment of the time requirements for acquiring tenure. A teacher shall not receive increment credit for time spent on leave unless granted under Section A and B.
- F. All benefits to which a teacher was entitled at the time of his leave of absence shall be preserved in his absence.
- G. All extension or renewals of leaves shall be applied for in writing.
- H. Maternity leave shall have the following provisions:
 - 1. Non-tenured teachers are entitled to pregnancy leaves for a reasonable time period within the school year for which they have been contracted to teach.

ARTICLE XXIII
EXTENDED LEAVES OF ABSENCE

H. Maternity leave shall have the following provisions: (cont.)

2. Upon reasonable notice, any tenured or non-tenured teacher seeking a leave of absence on the basis of medical reasons associated with pregnancy or birth shall apply to the Board for said leave at any time prior to birth. At the time of application, the teacher shall specify in writing the date on which she wishes to commence leave and the date on which she wishes to return to work after birth.
3. The Board may remove any pregnant teacher from her teaching duties on any one of the following bases:
 - a. Performance. Her teaching performance has substantially declined from the time immediately prior to her pregnancy.
 - b. Physical Incapacity. Her physical condition or capacity is such that her health would be impaired if she were to continue teaching, and which physical incapacity shall be deemed to exist only if:
 - (i) the pregnant teacher fails to produce a certification from her physician that she is medically able to continue teaching, or
 - (ii) the Board of Education's physician and the teacher's physician agree that she cannot continue teaching, or
 - (iii) following any difference of medical opinion between the Board physician and the teacher's physician the Board request expert consultation in which case the Burlington County Medical Society shall appoint an impartial physician who shall examine the teacher and whose medical opinion shall be conclusive and binding on the issues of medical capacity to continue teaching. The expense of any examination by an impartial third physician under this paragraph shall be shared equally by the teacher and the Board.
 - c. Just Cause. Any other "just cause" as defined in N.J.S.A. Title 18A.

ARTICLE XXIV

SUBSTITUTES

- A. The Board agrees, to the best of its ability, at all times, to maintain an adequate list of substitute teachers. In the event that substitute teachers are not available, and teachers are requested to fill the need said teacher shall be reimbursed at \$5.00 per pupil contact period (41 or 45 minutes). Shorter periods of class coverage will be prorated as per terms of this Agreement. The regular A.M. homeroom period (10 minutes) is not to be considered a contact period under terms of this provision.
- B. In cases of emergencies, teachers will substitute during their preparation period and be reimbursed subject to terms of this contract. To insure equal distribution of such assignments, a posted master schedule will be developed by each principal indicating which teachers are available at various periods during the day, and assignments will be made on a rotating basis where feasible. When classes are divided between teachers to cover an absence by the regular teacher, reimbursement will also be shared on the basis of terms of this contract. Partial coverage of a class will also be paid on the basis of the terms of this contract. It will be the responsibility of the covering teacher(s) to complete a reimbursement form available in the principal's office not later than the day following the assignment.

ARTICLE XXV

SABBATICAL LEAVES

- A. A sabbatical leave shall be granted to a teacher by the Board for study directly related to their area of specialization or study in other areas pertaining to education.
- B. All sabbatical leaves shall be granted, subject to the following conditions:
1. There will not be more than one sabbatical leave in any one year.
 2. If there are sufficient qualified applicants, sabbatical leaves shall be granted to a minimum of one teacher at one time.
 3. The teacher has completed at least seven (7) years of service in the Florence Township School District.
 4. Requests for sabbatical leave must be received by the Superintendent in writing in such form as may be mutually agreed upon by the Association and the Superintendent, no later than February 1, and action must be taken on all such requests no later than the March meeting of the Board.

ARTICLE XXV

SABBATICAL LEAVES

- B.
5. Criteria will be developed between the Association and the Superintendent to assist in the evaluation of applications. Selection of the successful applicant will be at the discretion of the Board.
 6. Upon return from sabbatical leave, a teacher shall be placed on the salary schedule at the level which he would have achieved had he remained actively employed in the system during the period of his absence.
 7. All sabbatical leaves shall be without pay.
 8. A teacher who has returned from a sabbatical leave will receive, upon completion of one (1) year of service in the district, reimbursement for one-half of his tuition and book costs for completed courses, taken during the sabbatical leave, the amount not to exceed \$2,000.

ARTICLE XXVI

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

- A. The Board and the Association support the principle of continuing training of teachers and the improvement of instruction.
- B. To work toward the end stated above, the Board agrees:
1. To pay the full cost and other reasonable expenses incurred in connection with any workshop, seminar, conference, in-service training session, or other such sessions which a teacher is required and/or requested by the Administration to participate.
 2. To pay the reasonable expenses (including fees, meals, lodging and/or transportation) incurred by teachers who attend such sessions with the approval of the Administration.
 3. To cooperate with the Association in arranging in-service courses, workshops, conferences, and programs designed to improve the quality of instruction.
 4. In-Service programs shall be conducted, when possible, during the in-school teacher workday. In-service programs should be developed through the cooperative efforts by the Association and the Administration with Superintendent giving final approval.

ARTICLE XXVI

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

5. The Association and Superintendent will each appoint three members to the Committee, one of whom will be the Chairman. Membership on the Committee shall be apportioned equally among the three schools. The Superintendent shall be a member with voting rights. Members may be replaced periodically by notifying the Chairman.

ARTICLE XXVII

PROTECTION OF TEACHERS, STUDENTS AND PROPERTY

- A. The Board shall provide legal assistance for any assault upon the teacher while acting in the discharge of his duties.
- B. When absence arises out of or from such assault or injury, the teacher shall not forfeit any sick leave or personal leave.

Teachers shall immediately report cases of assault suffered by them in connection with their employment to their principal.

Such notification shall be immediately forwarded to the Superintendent who shall act in appropriate ways to liaison between the teacher, the police, and the courts.

N.B. Refer to Policy #3032.2 - GBE/JH

ARTICLE XXVIII

CLASSROOM CONTROL AND DISCIPLINE

- A. When, in the judgment of a teacher, a student requires attention of the principal, assistant principal, counselor, psychologist, physician, or other specialist, he shall so inform his principal or immediate supervisor. The principal or supervisor shall arrange as soon as possible for a conference among himself, the teacher, and an appropriate specialist to discuss the problem and to decide upon appropriate steps for its resolution.
- B. When, in the judgment of a teacher, a student is, by his behavior, seriously disrupting the instructional program to the detriment of other students, the teacher may refer him to the principal. In such cases, the principal shall arrange, as soon as possible, and under normal circumstances not later than the conclusion of the following school day, a conference among himself, the teacher, and possibly an appropriate specialist to discuss the problem and to decide upon appropriate steps for its resolution.
- C. Recommendations of the specialist shall be interpreted and a copy of the report made available for review to the teacher in the principal's office.
- D. A joint Student Behavior Advisory Committee consisting of two (2) members appointed by the Board and two (2) members appointed by the Association shall develop proposed guidelines that may be adopted by the Board to be used by teachers in handling disruptive students whose presence in regular classes represents unusual problems for the regular learning process.

ARTICLE XXIX .

INSURANCE PROTECTION

- A. The Board shall provide single health care insurance protection designated below. The Board shall pay the premium for each individual teacher who remains in the employ of the Board for the full school year. The Board shall make payment of insurance premiums to provide insurance coverage for the full twelve (12) month period commencing July 1st and ending June 30th.
- B. The Board shall provide for each teacher a description of the health-care insurance coverage which shall include the conditions and limits of coverage as listed below:
- N.J. Blue Cross Plan
Rider J
N.J. Blue Shield and The Prudential Insurance Co. of America
Major Medical Benefits
- C. In addition to the single health care insurance protection described above, the Board will pay 100% of the dependent insurance coverage.
- D. The Board will continue to pay the premium for Washington National Insurance in the lieu of the State Health Benefit Plan in an amount equal to the cost of the single health care program only for staff members for whom the Board had made payment in January 1973.
- E. There will be a Full Family Prescription Plan - \$1.00 Co-Pay. The cost of the premium for this plan will be borne solely by the Board.

"An employee may elect voluntarily to terminate his coverage or coverage for his dependents at any time, but termination of the employee's own coverage shall automatically terminate the coverage of his dependents. Such voluntary termination shall be effected by written notice thereof to the Health Benefits Bureau by use of the enrollment and authorization form." (N.J.A.C. 17:9-7.4)
This will become effective July 1, 1979.

ARTICLE XXX

PERSONAL AND ACADEMIC FREEDOM

Teachers shall be entitled to full rights of citizenship, and no religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher, providing said activities are kept removed from the classroom.

ARTICLE XXXI

ASSOCIATION PAYROLL DUES DEDUCTION

- A. The Board agrees to deduct from the salaries of its teachers dues for the Florence Township Education Association, the Burlington County Education Association, the New Jersey Education Association, or the National Education Association as said teachers individually voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233 N.J. Public Laws of 1969 (NJSA 52:14-15. 9e) and under rules established by the State Department of Education. Said monies together with current records of any corrections shall be transmitted to such person as may from time to time be designated by the Florence Township Education Association by the 15th of each month following the monthly pay period which deductions were made. The person designated shall disburse such monies to the appropriate association or associations.
1. Each of the associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.
- B. The Board agrees to deduct from teachers' salaries money for Kemper Tax Sheltered Annuity and ABCO Public Employees Federal Credit Union programs as said teachers individually and voluntarily authorize the Board to deduct and to transmit the monies promptly to such associations. The teacher may change the amount of deductions to be effective January 1 and/or July 1 by submitting written notice to the Secretary of the Board sixty (60) days (November 1 or May 1) in advance of the aforementioned dates. A new teacher may elect to enroll at the time of initial employment.

ARTICLE XXXII

MISCELLANEOUS PROVISIONS

- A. The Board and the Association agree to carry out the commitments contained in this Agreement as per terms and duration.
- B. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provision or applications shall continue in full force and effect.
- C. The Board and The Association agree that there shall be no discrimination, and that all practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in hiring, training, assignment, promotion, transfer, or discipline of teachers or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, or marital status.
- D. Copies of this Agreement shall be duplicated at the expense of the Board within thirty (30) days after the agreement is signed and presented to all teachers now employed, hereafter employed, or considered for employment by the Board.
- E. Any individual contract between the Board and an individual teacher shall be consistent with the terms and conditions of this Agreement. If an individual contract contains language inconsistent with this agreement, the Agreement shall be controlling.
- F. Teachers shall not be required to drive students to activities which take place away from the school building. A teacher may do so voluntarily, however, with advance approval of his/her principal. He/She shall be compensated at the rate of .20 cents per mile for the use of his/her automobile.
- G. The Board shall arrange for and maintain liability insurance to cover all damages incurred by a teacher over and above the state mandated limits of \$10,000/20,000 for any act or omission arising out of the authorized use of his own automobile in the performance of the school duties. It is the teacher's responsibility to maintain the above stated minimum insurance.

SCHEDULE A-1

FLORENCE TOWNSHIP SCHOOL SYSTEM

SALARY SCALE

1980-81

| <u>STEP</u> | <u>N.D.</u> | <u>B.A.</u> | <u>+10</u> | <u>+20</u> | <u>+30</u> | <u>M.A.</u> | <u>+10</u> | <u>+20</u> | <u>+30</u> |
|-------------|-------------|-------------|------------|------------|------------|-------------|------------|------------|------------|
| 1 | 12,010 | 12,310 | 12,535 | 12,760 | 12,985 | 13,485 | 13,710 | 13,935 | 14,160 |
| 2 | 12,385 | 12,685 | 12,910 | 13,135 | 13,360 | 13,860 | 14,085 | 14,310 | 14,535 |
| 3 | 12,760 | 13,060 | 13,285 | 13,510 | 13,735 | 14,235 | 14,460 | 14,685 | 14,910 |
| 4 | 13,135 | 13,435 | 13,660 | 13,885 | 14,110 | 14,610 | 14,835 | 15,060 | 15,285 |
| 5 | 13,510 | 13,810 | 14,035 | 14,260 | 14,485 | 14,985 | 15,210 | 15,435 | 15,660 |
| 6 | 13,885 | 14,185 | 14,410 | 14,635 | 14,860 | 15,360 | 15,585 | 15,810 | 16,035 |
| 7 | 14,260 | 14,560 | 14,785 | 15,010 | 15,235 | 15,735 | 15,960 | 16,185 | 16,410 |
| 8 | 14,635 | 14,935 | 15,160 | 15,385 | 15,610 | 16,110 | 16,335 | 16,560 | 16,785 |
| 9 | 15,010 | 15,310 | 15,535 | 15,760 | 15,985 | 16,485 | 16,710 | 16,935 | 17,160 |
| 10 | 15,385 | 15,685 | 15,910 | 16,135 | 16,360 | 16,860 | 17,085 | 17,310 | 17,535 |
| 11 | 15,835 | 16,135 | 16,360 | 16,585 | 16,810 | 17,310 | 17,535 | 17,760 | 17,985 |
| 12 | 16,285 | 16,585 | 16,810 | 17,035 | 17,260 | 17,760 | 17,985 | 18,210 | 18,435 |
| 13 | 16,735 | 17,035 | 17,260 | 17,485 | 17,710 | 18,210 | 18,435 | 18,660 | 18,885 |
| 14 | 17,185 | 17,485 | 17,710 | 17,935 | 18,160 | 18,660 | 18,885 | 19,110 | 19,335 |
| 15 | 18,135 | 18,435 | 18,660 | 18,885 | 19,110 | 19,610 | 19,835 | 20,060 | 20,285 |
| 16 | 18,485 | 18,785 | 19,010 | 19,235 | 19,460 | 19,960 | 20,185 | 20,410 | 20,635 |
| 17 | 18,935 | 19,235 | 19,460 | 19,685 | 19,910 | 20,410 | 20,635 | 20,860 | 21,085 |
| 17* | 19,135 | 19,435 | 19,660 | 19,885 | 20,110 | 20,610 | 20,835 | 21,060 | 21,285 |

LONGEVITY PAY: \$200 after 10 years in Florence Township
 \$150 after 15 years in Florence Township
 \$250 after 25 years in Florence Township

SCHEDULE A-2

FLORENCE TOWNSHIP SCHOOL SYSTEM

SALARY SCALE

1981-82

| <u>STEP</u> | <u>N.D.</u> | <u>B.A.</u> | <u>+10</u> | <u>+20</u> | <u>+30</u> | <u>M.A.</u> | <u>+10</u> | <u>+20</u> | <u>+30</u> |
|-------------|-------------|-------------|------------|------------|------------|-------------|------------|------------|------------|
| 1 | 12,647 | 12,963 | 13,200 | 13,437 | 13,674 | 14,200 | 14,438 | 14,674 | 14,911 |
| 2 | 13,042 | 13,368 | 13,613 | 13,857 | 14,101 | 14,644 | 14,889 | 15,133 | 15,377 |
| 3 | 13,450 | 13,775 | 14,020 | 14,264 | 14,508 | 15,051 | 15,296 | 15,540 | 15,785 |
| 4 | 13,857 | 14,183 | 14,427 | 14,671 | 14,916 | 15,459 | 15,703 | 15,947 | 16,192 |
| 5 | 14,264 | 14,590 | 14,834 | 15,079 | 15,323 | 15,866 | 16,110 | 16,355 | 16,599 |
| 6 | 14,671 | 14,997 | 15,242 | 15,486 | 15,730 | 16,274 | 16,518 | 16,762 | 17,006 |
| 7 | 15,079 | 15,405 | 15,649 | 15,893 | 16,137 | 16,681 | 16,925 | 17,169 | 17,414 |
| 8 | 15,486 | 15,812 | 16,056 | 16,300 | 16,545 | 17,088 | 17,332 | 17,577 | 17,821 |
| 9 | 15,893 | 16,219 | 16,463 | 16,708 | 16,952 | 17,495 | 17,739 | 17,986 | 18,228 |
| 10 | 16,300 | 16,627 | 16,871 | 17,115 | 17,359 | 17,903 | 18,147 | 18,391 | 18,635 |
| 11 | 16,708 | 17,033 | 17,278 | 17,523 | 17,766 | 18,310 | 18,554 | 18,798 | 19,043 |
| 12 | 17,196 | 17,522 | 17,767 | 18,011 | 18,256 | 18,798 | 19,043 | 19,287 | 19,531 |
| 13 | 17,685 | 18,011 | 18,256 | 18,500 | 18,744 | 19,287 | 19,531 | 19,776 | 20,021 |
| 14 | 18,174 | 18,500 | 18,744 | 18,989 | 19,233 | 19,776 | 20,020 | 20,264 | 20,509 |
| 15 | 18,662 | 18,989 | 19,238 | 19,477 | 19,722 | 20,265 | 20,509 | 20,753 | 20,997 |
| 16 | 19,658 | 19,977 | 20,222 | 20,466 | 20,710 | 21,253 | 21,497 | 21,741 | 21,985 |
| 17 | 20,040 | 20,366 | 20,610 | 20,855 | 21,099 | 21,642 | 21,886 | 22,130 | 22,374 |
| 17* | 20,490 | 20,816 | 21,060 | 21,305 | 21,549 | 22,092 | 22,336 | 22,580 | 22,824 |

Those on step 17* in 1980-81 will receive an additional \$200 in 1981-82

LONGEVITY PAY: \$200 after 10 years in Florence Township
 \$150 after 15 years in Florence Township
 \$250 after 25 years in Florence Township

EXTRA CURRICULAR ACTIVITIES COMPENSATION

1980-81
SCHEDULE B - 1

High School

| | |
|--------------------------------|-------|
| Audio-Visual | \$561 |
| Band, Marching | 550. |
| Bands, Concert, Jazz, etc. | 550. |
| Class Advisors: | |
| 9th (1) | 385. |
| 10th (1) | 523. |
| 11th Advisor | 605. |
| 11th Asst. | 495. |
| 12th Advisor | 715. |
| 12th Asst. | 605. |
| Drama | 633. |
| National Honor Society | 468. |
| Student Council | 715. |
| Newspaper | 633. |
| Clubs (9) | 468. |
| Yearbook | 880. |
| Twirlers/Majorettes | 468. |
| Musical: | |
| Drama Coach | 495. |
| Instrumental | 495. |
| Vocal | 495. |
| Traffic Commission | 330. |
| Concessions (2) - 5 Home Games | 385. |
| - 4 Home Games | 358. |
| Cheerleading (Fall) | 495. |
| (Winter) | 495. |
| Drama Service Organizations: | |
| Costumes | 385. |
| Stage Design | 385. |
| Stage Craft | 385. |
| Program Manager | 385. |
| Make-up | 358. |
| <u>Elementary</u> | |
| Safety Patrol (2) | 303. |
| Student Council (2) | 303. |
| Audio-Visual (2) | 303. |
| Master Register (2) | 605. |
| Concerts: | |
| Winter (2) | 300. |
| Spring (2) | 300. |

EXTRA CURRICULAR ACTIVITIES COMPENSATION

1981-82
SCHEDULE B - 2

| | 1981-82 |
|--------------------------------|---------|
| <u>High School</u> | |
| Audio-Visual | \$617. |
| Band, Marching | 605. |
| Bands, Concert, Jazz, etc. | 605. |
| Class Advisors: | |
| 9th (1) | 424. |
| 10th (1) | 575. |
| 11th Advisor | 666. |
| 11th Asst. | 545. |
| 12th Advisor | 787. |
| 12th Asst. | 666. |
| Drama | 696. |
| National Honor Society | 515. |
| Student Council | 787. |
| Newspaper | 696. |
| Clubs (9) | 515. |
| Yearbook | 968. |
| Twirlers/Majorettes | 515. |
| Musical: | |
| Drama Coach | 545. |
| Instrumental | 545. |
| Vocal | 545. |
| Traffic Commission | 363. |
| Concessions (2) - 5 Home Games | 424. |
| - 4 Home Games | 394. |
| Cheerleading (Fall) | 545. |
| (Winter) | 545. |
| Drama Service Organizations: | |
| Costumes | 424. |
| Stage Design | 424. |
| Stage Craft | 424. |
| Program Manager | 424. |
| Make-Up | 394. |
| <u>Elementary</u> | |
| Safety Patrol (2) | 333. |
| Student Council (2) | 333. |
| Audio-Visual (2) | 333. |
| Master Register (2) | 666. |
| Concerts: | |
| Winter (2) | 330. |
| Spring (2) | 330. |

SCHEDULE C - 1

1980 - 81

ATHELTIC ACTIVITIES COMPENSATION

| | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> |
|---------------------------------|----------|----------|----------|----------|
| <u>SPORT</u> | | | | |
| <u>Football (6)</u> | | | | |
| Head Coach | | | 1623. | 1826. |
| Assts. (3) | 908. | 1018. | 1128. | 1304. |
| Freshman (2) | 770. | 880. | 990. | 1194. |
| <u>Basketball (7)</u> | | | | |
| Head Coach | | | 1623. | 1826. |
| Asst. (1) | 908. | 1018. | 1128. | 1304. |
| Freshman (1) | 770. | 880. | 990. | 1194. |
| 8th Grade (4) | 660. | 770. | 880. | 990. |
| <u>Baseball (2)</u> | | | | |
| Head Coach | | | 1183. | 1386. |
| Asst. (1) | 770. | 880. | 990. | 1194. |
| <u>Track (2)</u> | | | | |
| Head Coach | | | 1183. | 1386. |
| Asst. (1) | 770. | 880. | 990. | 1194. |
| <u>Cross Country (1)</u> | | | | |
| Head Coach | | | 908. | 1111 |
| GIRLS | | | | |
| <u>Field Hockey (2)</u> | | | | |
| Head Coach | | | 1183. | 1386. |
| Asst. (1) | 770. | 880. | 990. | 1194. |
| <u>Basketball (2)</u> | | | | |
| Head Coach | | | 1623. | 1826. |
| Asst. (1) | 908. | 1018. | 1128. | 1304. |
| <u>Softball (2)</u> | | | | |
| Head Coach | | | 1183. | 1386. |
| Asst. (1) | 770. | 880. | 990. | 1194. |
| Athletic Director | | | 1590. | 1788. |

SCHEDULE C - 2

1981 - 82

ATHLETIC ACTIVITIES COMPENSATION

| | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> |
|--------------------------|----------|----------|----------|----------|
| <u>Football (6)</u> | | | | |
| Head Coach | | | 1785. | 2009. |
| Assts. (3) | 999. | 1120. | 1241. | 1434. |
| Freshman (2) | 847. | 968. | 1089. | 1313. |
| <u>Basketball (7)</u> | | | | |
| Head Coach | | | 1785. | 2009. |
| Asst. (1) | 999. | 1120. | 1241. | 1434. |
| Freshman (1) | 847. | 968. | 1089. | 1313. |
| 8th Grade (4) | 726. | 847. | 968. | 1089. |
| <u>Baseball (2)</u> | | | | |
| Head Coach | | | 1301. | 1525. |
| Asst. (1) | 847. | 968. | 1089. | 1313. |
| <u>Track (2)</u> | | | | |
| Head Coach | | | 1301. | 1525. |
| Asst. (1) | 847. | 968. | 1089. | 1313. |
| <u>Cross Country (1)</u> | | | | |
| Head Coach | | | 999. | 1222. |
| GIRLS | | | | |
| <u>Field Hockey (2)</u> | | | | |
| Head Coach | | | 1301. | 1525. |
| Asst. (1) | 847. | 968. | 1089. | 1313. |
| <u>Basketball (2)</u> | | | | |
| Head Coach | | | 1785. | 2009. |
| Asst. (1) | 999. | 1120. | 1241. | 1434. |
| <u>Softball (2)</u> | | | | |
| Head Coach | | | 1301. | 1525. |
| Asst. (1) | 847. | 968. | 1241. | 1434. |
| Athletic Director | | | 1749. | 1967. |

SCHEDULE D

DEPARTMENT CHAIRMEN COMPENSATION-

1980 - 1981

\$660.

1981 - 1982

\$726.

ARTICLE XXXIII

DURATION OF AGREEMENT

- A. This Agreement shall be effective as of July 1, 1980, and continue in effect until a new Agreement is negotiated between the Association and the Board.

All contractual items will be opened for re-negotiation during the 1981-82 school year in preparation for a new contract that will be effective on July 1, 1982, or upon the date thereafter when an amicable conclusion has been reached.

In witness thereof the Association has caused this Agreement to be signed by its president and secretary and the Board has caused this Agreement to be signed by its president, attested by its secretary and its corporate seal to be placed hereon.

FLORENCE TWP. EDUCATION ASSOCIATION

BY Yolanda M. Tott

BY Lita Carnival

FLORENCE TWP. BOARD OF EDUCATION

BY Walter R. Holm

BY Kenneth A. Wilkie

APPENDIX

The following items have been deleted from the previous Agreement; however, if appropriate legislation is passed allowing for the negotiation of permissive subjects, the excised material shall be restored and any grievance concerning the same shall be subject to the contractual grievance procedure.

Article VII, Section H

"...shall be voluntary"

Article XIV, formerly Article XV, Section A

"No vacancy shall be filled by means of involuntary transfer or reassignment if there is a qualified volunteer available to fill said position."

Article XV, formerly Article XVI, Section A, paragraph 5

"Where all qualifications are equal, seniority rights shall be honored in the selection of a candidate. Seniority shall be considered as length of service in the Florence Township School District."

Article XVI, formerly XVII, Section B

"In filling such positions, consideration shall be given to a teacher's area of competence, major and/or minor field of study, quality of teaching performance, attendance record, and length of service in the Florence Township School District. When all other factors are equal, preference shall be given first to teachers who have taught the subject area and/or grade level in question during the regular school year and then to teachers who have taught the grade and/or subject in question on a regular basis at any time."

The following articles have had deletions occur as noted with related provisions stated in the paragraph without quotation marks.

Article IX, former Section B

"There will be no reduction in the number of specialists presently employed. There will be no reassignment in duties or reduction in the degree of responsibility where it would adversely affect the present program of studies."

However, any increased teacher workload resulting from any reduction in the number of specialists employed by the Board is subject to negotiations.

APPENDIX

Article X (formerly)

"The Board shall employ in each elementary school aides for supervising lunch and playground activities. The aides will be responsible to the building principal."

However, any increased workload resulting from any reduction in the number of aides employed by the Board is subject to negotiations.

TEXTBOOKS, EQUIPMENT, MATERIALS AND SUPPLIES

To support a high quality of instruction the Board of Education will continue to provide adequate textbooks, equipment, materials and supplies commensurate with the educational needs of its pupils.

Thus, the selection of textbooks will be made with the cooperative planning of the teachers, principals and Supervisor of Curriculum and Instruction. Their recommendations will be submitted to the Superintendent for presentation to the Board of Education for approval. An ongoing assessment of textbooks should result in the replacement of obsolete editions.

Annual orders for equipment must be prepared with sufficient supportive information that warrants their purchase. The Superintendent will apprise the principals of the date that these orders must be submitted. Usually this is scheduled for October 31st.

Requisitions for supplies and materials will be prepared by the staff members and presented to the principals for review prior to submission to the Superintendent at a time to be designated by him. Careful planning should lessen the need for basic supplies and materials to be ordered sporadically throughout the year.

Within the limits of the budget, these practices will be maintained and supported by the Board of Education.

SCHOOL NURSE

The Board of Education recognizes its obligation to protect the welfare and safety of all students and employees. For this reason they will always endeavor to provide a registered and certificated nurse for each school within the district.

The nurse's primary function is:

To provide the fullest possible educational opportunity for each district student by minimizing absence due to illness and creating a climate of health and well-being in the district schools.

To bear the responsibility for carrying out the supportive health services provided for students and staff in accordance with New Jersey State regulations and Board of Education policy and procedures.

PROFESSIONAL CONDUCT

To maintain a harmonious professional environment the Board of Education expects that a mutual respect will be shared among all employees in their working relationships.

Therefore, should a difference of opinion or the necessity for reprimand arise involving teachers, supervisors or administrators, the parties involved will preserve the professional image and integrity of one another by discussing the matter in an appropriate non-public location.